

Only students who will be in their final year of medical school at the time of the elective are considered for acceptance.

You may apply for a **maximum of three (3) elective periods** (*separate applications required for each*). On each application, you may indicate a first and second choice of elective, and first and second choice of academic period.

Your institution must verify that the required prerequisites for your elective at UPSOM have been completed prior to your acceptance. They must also verify that they will award you credit for the elective if completed satisfactorily at UPSOM.

Completed application packets (**see mandatory checklist**) must be received by the UPSOM **no later than two (2) months prior** to the start of the elective. Applications are accepted in hard copy via postal mail only.

Requests are processed **ONLY** through the visiting student website; no telephone or email requests will be accepted. Application materials are sent to the applicant at the email address indicated at the beginning of the online application request process. **A NON-REFUNDABLE** application processing fee of **\$25.00 per elective** will be assessed during the request process. The fee is accepted by secure credit card payment only.

A completed application will include all items on the mandatory checklist, official home school signatures, and home school seal.

Completed application must be sent to the attention of Visiting Student Coordinator at this address:

University of Pittsburgh School of Medicine
Office of Student Affairs
3550 Terrace Street, S532 Scaife Hall
Pittsburgh, PA 15261

INCOMPLETE APPLICATIONS: All incomplete applications will be returned to the student's home school.

You will receive an email after your application has been received and reviewed. Allow up to two (2) weeks for the review of materials received. The Office of Student Affairs verifies all applications for completeness and required documents.

Applications verified by Student Affairs will be forwarded to the clinical department for consideration.

Departments are responsible for accepting and/or rejecting application requests. They will notify the applicant of their decision. Departments may accommodate out-of-sync date requests on an individual basis, based on availability.

CANCELLATION OF ACCEPTANCE: If you are unable to participate in an assigned elective at our institution, a courtesy phone call or email to the department is requested at least 4 weeks prior to the start of the elective. This will make the elective available to other interested students.